

**CITY OF ECORSE
JOB DESCRIPTION**

TITLE: LIBRARY DIRECTOR

DEPARTMENT: LIBRARY

SUPERVISED BY: LIBRARY BOARD

FAIR LABOR STANDARDS ACT STATUS: NON EXEMPT

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the administration and management of the library. Key areas of responsibility are personnel, budgeting (including development and fundraising), facilities planning, representing the library in the community in the community at large as well as within the Ecorse Public Library, and developing and implementing strategic goals by performing the following duties.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The library is located in the heart of the City of Ecorse, Michigan, the eastern border of which is formed by the beautiful Detroit River. The library is a short walk away from the John D. Dingell riverfront park, where Storytimes and other library events are enjoyed by our community. Our attractive Mid-Century style building is currently getting an extensive makeover to modernize facilities and our residents are eagerly awaiting its reopening. The library is part of The Library Network, with access to approximately 5 million library items in our shared library catalog. Library users can request these materials for free delivery to the library. The library also provides online access to our Overdrive ebook collection and other database resources.

We are currently looking for a new library director to lead Ecorse Public Library into the future. With a service population of just under 10,000 residents, EPL is a Class 3 library in Michigan. The library is established under Michigan law as a PA 164, Section 1, City Library, with an appointed governing Board of Trustees. The city has authorized a non-voted millage of 1 mil, and an additional voted millage of .25 is also currently in place. This position supervises one full time librarian, and two part time library clerks.

- Directs overall library operations, and implements and administers services, policies, and procedures.
- Creates and develops policies and procedures, collaborates with the library board for approval, and ensures that all items are in compliance with the Library Board by-laws and the Open

Meeting Act.

- Prepares preliminary budget and administers and monitors final approved budget based on past programs and expectations of future needs. Helps oversee bank account holdings and credit decisions for the library.
- Selects, negotiates with, and works with providers for all insurance needs of the library, including, but not limited to, building insurance, health insurance, workers compensation and short-term disability. Also responsible for overseeing that all proper governmental documents have been filed and recorded.
- Selects and orders databases, print and e-book materials to be added to the collection. Creates processing procedures, creates purchasing policies, creates and adheres to appropriate collection development standards, keeping the collection current and inclusive of the needs of the community.
- Responsible for overseeing and maintaining proper HR practices for the library, from pre-hiring to termination. Selects, negotiates with, and works with contractors for the maintenance of the library building and environs, library services and all its holdings.
- Oversees the selection and procurement of materials and library equipment as needed and determines necessary inventory of library supplies, selecting vendors, and maintaining records.
- Coordinates library personnel and program schedules along with materials and equipment needed, keeping within budget limits, and providing the best possible library services to the community.
- Maintains the library as a primary reference service to patrons, and assists patrons with more difficult complaints on problems responding to correspondence and other various communications dealing with library policies and procedures.
- Prepares and/or oversees the preparation of a variety of reports to the library board and various federal, state, and local agencies regarding library finances, policies, and procedures.
- Confers with outside library administrators and state agencies concerning current policies, programs, and possible alternative funding sometimes available to library services.
- Researches, prepares and oversees grant applications and millage preparations.
- Attends regular library board, TLN, City Council, and other meetings and conferences as needed, representing the library.
- Monitors and oversees the publication of library services through community group presentation and lectures, news releases, and bulletins, and by advertising library programs of public interest.
- Appropriately delegates responsibilities as needed.

SUPERVISORY RESPONSIBILITIES:

Manages one subordinate supervisor who supervises the Youth Services and Adult Services Departments. Is responsible for the overall direction, coordination, and evaluation of this subordinate. Also, directly supervises two employees (non-supervisory). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and assuring the proper training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, Google Docs, spreadsheet software, basic knowledge of accounting software, CARLX, CARL Connect, ILS software, basic knowledge of payroll systems, knowledge of human resource systems, order processing systems, database software, and MeL library databases (or similar).

Education/Experience:

Bachelors degree; and four to six years related experience and/or training; or equivalent combination of education and experience. Must possess or be eligible to apply for at least a Level 2 certificate from the Library of Michigan.

Specialized Training:

- Master's Degree in Library and Information Science (MLIS), plus several years' supervisory experience preferred
- Directors Workshop and Advanced Directors Workshop from the Library of Michigan, or the ability to complete within one year, preferred

Certificates and Licenses:

Library of Michigan certification of at least Level 2, with Level 1 being ideal

Knowledge, Skills and Other Abilities:

- Thorough knowledge of Library operations, planning, and management principles and practices
- Ability to make prompt decisions on complex matters and make evaluations concerning day to day operations
- Ability to perform or supervise the performance of a variety of projects, receive unexpected top priority assignments, and solve interpersonal or procedural problems simultaneously amidst frequent interruptions
- Ability to resolve complex problems which require the evaluation of alternative methods or solutions
- Ability to set objectives, delegate, and prioritize workflow in such a way that the-overall mission and/or goals of the Library are met.
- Ability to solicit cooperation from persons and departments outside of the Library
- Ability to plan, organize, supervise, and review the work of subordinate employees and/or supervisors
- Skills and abilities in written and oral communication sufficient to handle sensitive projects and problems, develop strong working relationships with divergent groups, and communicate technical and philosophical concepts to lay persons

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may regularly sit, stand, crouch or kneel. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions and animal programs.

The above job description is illustrative and not a complete itemization of all facets of the position.

